

Retention and Classification Report

Agency: Garland (Utah) (415)

PO Box 129
72 North Main
Garland, UT 84312
435 257-3118

Records Officer Sharlet Anderson

10188 Council minutes

AGENCY: Garland (Utah)

SERIES: 10188

3

TITLE: Council minutes

DATES: 1908-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

Minutes document the decisions of a government entity and are of key administrative and historical importance.

AGENCY: Garland (Utah)

SERIES: 10188

TITLE: Council minutes

(continued)

PRIMARY CLASSIFICATION:

Public